



Law Clerk

Details

Job ID : 401

Title : Law Clerk

Job Code : 835

Salary : \$2,185.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Circuit Court
- Family Court

Purpose

RESPONSIBLE FOR PERFORMING UNDER THE DIRECT SUPERVISION OF A JUDGE AND ENGAGING IN PROFESSIONAL LEGAL WORK PERTAINING TO THE COURT'S DOCKET

Required Qualifications

Education : Graduate of Accredited Law School

Education Substitute : None

Experience : None

Job Required Knowledge

- MUST BE A MEMBER OF THE KY BAR ASSOCIATION OR BE TAKING EVERY REASONABLE STEP TO GAIN ADMISSION

Job Skills/Abilities

- EXCELLENT FORMAL WRITING SKILL
- EXCELLENT INTERPERSONAL COMMUNICATION SKILLS

Job Duties

- PERFORM LEGAL RESEARCH AND RECORD ANALYSIS PERTAINING TO CASES BEFORE THE COURT
- PREPARE LEGAL MEMORANDA REPORTING RESULTS OF RESEARCH
- ASSIST COURT IN EDITING AND RELEASE OF OPINIONS.
- ASSIST COURT IN PREPARING JURY INSTRUCTIONS
- ADVISE COURT AS TO CURRENT CHANGES IN THE LAW AND RECENT DECISIONS
- OTHER DUTIES AS ASSIGNED.